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choices, select Add under Drop-Down List Properties . Type a choice in Display Name , such as Yes , No ...

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Creating forms in Word, which can be filled out by others, requires that you begin with a template. Then add content controls. These contain things such as text boxes, check boxes, drop-down lists as well as date pickers. The tips are given below on how to create a form in Word only apply to the 2016 and 2013 versions of the software.

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When you hear about fillable forms, you probably think of Adobe and PDF documents. However, if you have Microsoft Office, you can achieve a similar result using MS Word. 1. Enable Developer Tab. Open Microsoft Word, then go to the File Tab > Options > Customize ...

How to Create Fillable Forms in Microsoft Word

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Head off to the File tab and click on Options. That will open the Word options window. Now, select Customize Ribbon and click on the first drop-down. From the scrollable list in the first column,...

How to Make a Fillable Form in Microsoft Word

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